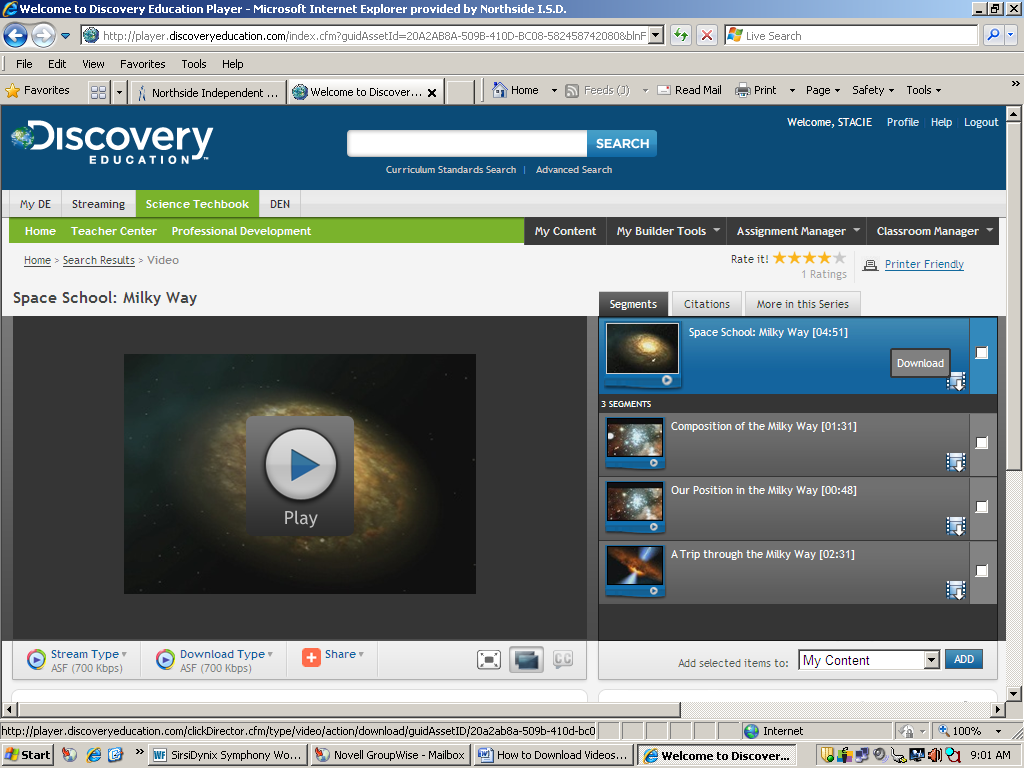
How to Download Videos onto an I-Pod Touch

Part One-

1) If you are downloading a video from Discovery Education, go to <http://streaming.discoveryeducation.com> and search for your video. Once you have found what you are looking for, right-click on the “Download” icon:

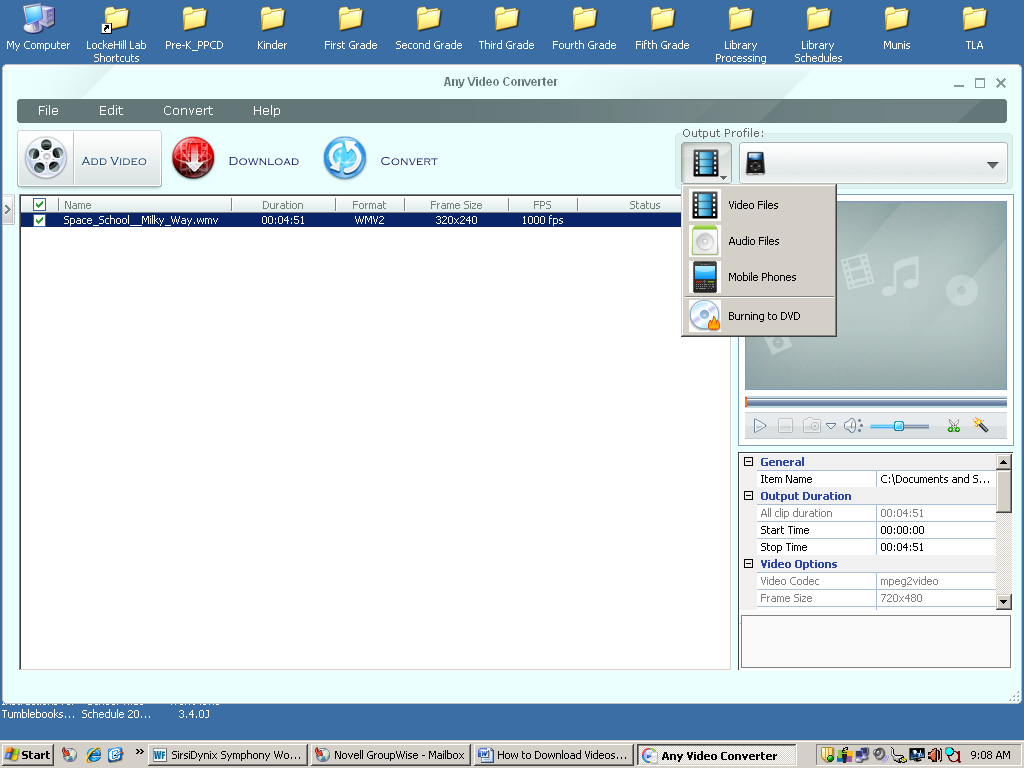


2) Select “Save Target As” and then save the video to your computer. You may want to save it to your desktop, since you still need to convert the video to an .mp4 format.

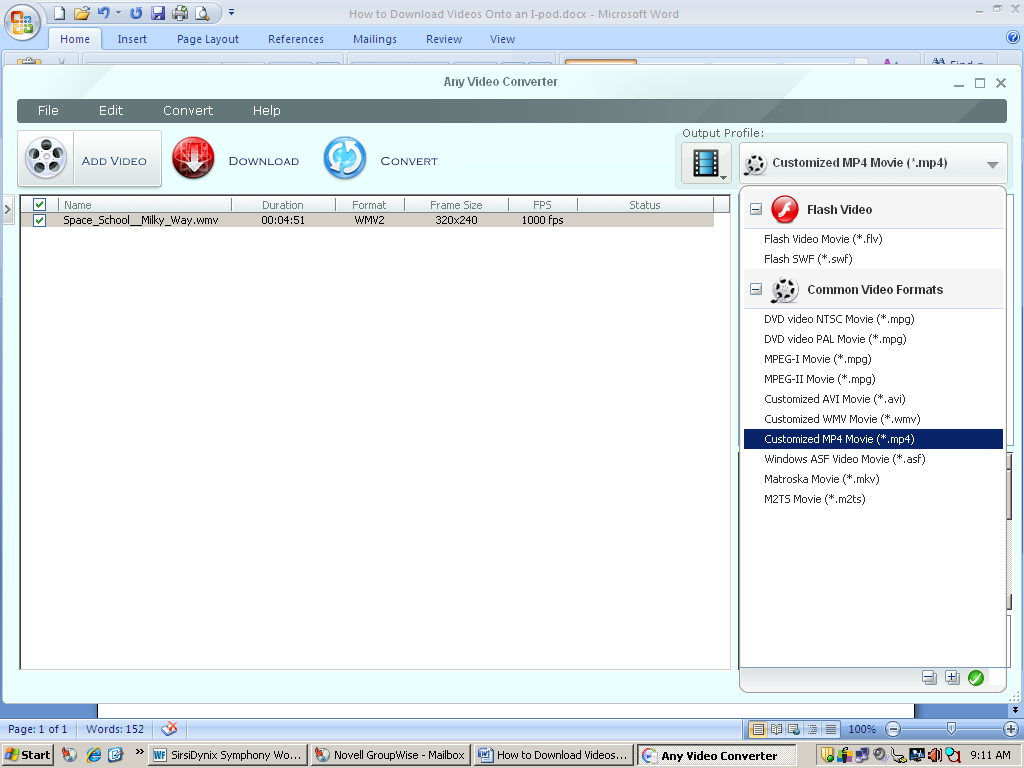
**\*Important\* If the video is in an .asx format, you will need to rename the file and change it to an .asf format. If the format is in .wmv format, no changes need to be made just yet.**

3) On your desktop go to: Start/ Programs/ AnvSoft/ Any Video Converter

4) Click on “Add Video” and select the video you wish to load. Under Output Profile, select “Video Files.”



5) Then select the drop-down arrow and select “Customized MP4 Movie.”



6. Select “Convert.” Depending on the length of the video, it may take a minute or two to convert to an .mp4 format. Once the status shows that it is completed, close out the “Any Video Converter” program.

7. To find where the computer has saved your video, go to your “My Files” icon on your desktop. Inside there is a folder called “Any Video Converter*.”* Clicking on it will then take you to a folder called “MP4.” Click on this folder and there you will find your video.

8. Now, save this video to your flash drive. You will then take your flash drive to the Mac that is connected to the I-pod cart.



Part Two: The I-pod Cart

1) **Important!!! The I-pods must first be manually turned off before a video may be added to the I-pods.** To do this, hold down the power button at the top of the I-pod until you see the power off message. Scroll the message to the right to turn off the I-pod. Do this for all twenty I-pods.

2) Plug the flash drive that contains your video into the Mac that is connected to the I-pod cart.

Open I-Tunes and select: File/Add to Library. Select the video you wish to load and click on Open.

3) Plug in the cord that connects the Mac to the I-pods.

In a few seconds all of the I-pods will turn on (you will hear them beeping). After a few minutes, check the left-hand side menu screen to check and see if the video has loaded onto every I-pod. Many times, a few will not have synched correctly. You can tell by looking at the numbers that come up in your drop-down list that is shown in I-tunes on the left-hand side of the screen.

If a number between 1-20 (the number of I-pods) is not shown, the video did not load and it must be loaded individually once the I-pods in the cart have finished synching.

4) If you need to individually synch an I-pod, simply plug in the cord that connects the Mac with an individual I-pod and allow the video to synch with the I-pod. When you are synching a video to one I-pod at a time, it is not necessary to turn off the I-pod first. Simply connect the I-pod to the cable shown below and wait for the video to sync to the I-pod.

5) Before you remove your flash drive, find the desktop icon that was created when you plugged in the flash drive to the MAC (it may be called unknown folder). Drag this icon to the trashcan and then you can disconnect your flash drive from the computer. You may see an error screen pop up if you do not complete this step. Simply close the error message and remove your flash drive.

Part Three: The Lesson

Before beginning a lesson with a class for the first time, the following tips may be helpful:

* Match the I-pod number to a student’s class number to keep track of which student uses each I-pod
* Discuss the I-pod screen, how to navigate to the videos, and how to hold the I-pod correctly
* Make sure students listen for the “click” that tells them the ear buds are plugged in all the way so that others will not hear what is playing
* Demonstrate the right way to use the ear buds and let them know that sticking it too far in their ear can be damaging
* Once the lesson is finished, demonstrate the proper way to clean both the I-pod screen and the ear buds with the sanitizing wipes.